STANFORD ARCHAEOLOGY CENTER – COLLECTIONS STORAGE POLICY

In an effort to maintain ethical standards and best practices for collections case, the Stanford University Archaeology Collections of the Stanford Archaeology Center maintains an annual accounting of institutional collections stored within the Stanford Archaeology Center’s spaces. These collections are tracked in order to manage care during emergency or other impacts (security, construction, etc.) and to support faculty in meeting the security, environmental, and other requirements of loans and other formal agreements. This policy applies to Stanford-owned collections and to collections controlled by other institutions, agencies, companies, or governments but stored and used within the Archaeology Center. This policy does not apply to personal possessions, which per university policy are used and stored on campus at the faculty’s own risk. The Stanford Archaeology Center appreciates faculty’s assistance in complying with this policy.

Each year, the Center asks that each faculty member using the Center’s facilities contact the Academic Curator & Collections Manager to:

- Confirm that he or she DOES NOT have any such collections in office or lab spaces.
- If he or she DOES have such collections, share a copy of the Memorandum of Agreement, permit, or other document governing their loan.
- If faculty has materials but does not have a written agreement in place, make contact to resolve the issue.

The Academic Curator & Collections Manager is also available to provide facilities statements for loans, to help structure loan agreements, and to consult with faculty who may have security, environmental, and preservation concerns about storage conditions at the Center.

Please note: Stanford University is currently developing a university-wide policy for these circumstances, which will update SUAC/SAC’s policy when it becomes available.

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